



**Office of the City Clerk**  
**BOARDS, COMMITTEES & COMMISSIONS**

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**CIVIL SERVICE COMMISSION**

**CREATED BY:**

Tucson City Charter, Chapter XXII

**MEMBERS:**

5 members appointed by Mayor and Council.

**QUORUM:**

3 members

**QUALIFICATIONS:**

Resident and Qualified elector of the City of Tucson for five years preceding appointment. Members may not hold any other public office. No more than three members of the same political affiliation shall serve on the Commission.

**TERMS OF OFFICE:**

Six-year terms. Tucson Code Section 10A-134(b) provides that members of the Civil Service Commission may serve for no more than two consecutive six-year terms (12 years).

**FUNCTIONS:**

(1) Appeals Process:

The civil service commission shall by rules and regulations provide for an appeal by the employee, a fair and impartial hearing of said appeal, and the rendering of a decision thereon within forty-five (45) days after receipt of such notice and reasons from the employing officers when an appeal is heard.

- (2) Duties of the Commission with reference to the classified service:
- a. At a public hearing and after affording a reasonable opportunity to the city officers and employees for consultation with the commission, and after due notice to the public by posting notice in three (3) public places, to adopt and from time to time amend rules and regulations for the administration of the provisions of this Charter and the ordinances of the mayor and council governing the classified service.
  - b. To establish, according to merit and fitness determined insofar as practicable by competitive test, lists of eligibles from which all appointments shall be made.
  - c. To establish procedures regulating entrance into retentions, promotions, transfers, and layoffs of employees in the classified service.
  - d. To certify payrolls to the end that no person shall receive compensation for services rendered in any position who has not been appointed in accordance with the provisions of this Charter, the ordinances of the mayor and council, and the rules and regulations of the civil service commission.

**OPEN PUBLIC MEETING LAW REQUIREMENTS:**

This public body is subject to all of the provisions of the law. Records of meetings are retained by the secretary to the public body.

**SUPPORTING DEPARTMENT:**

Department of Human Resources 791-4241

**NOTE:**

According to the Civil Service Commission Rules and Regulations, Page 1, Rule II, Section 1, the Commission shall elect its Chairperson and Vice Chairperson at its regular meeting in April of each odd number year.